



BAY WOODS *of* ANNAPOLIS

CMA

General Summary:

Responsible for providing direct care to residents in the facility, primarily for their activities of daily living, assistance with therapeutic activities program, restorative programs, and documentation as required. Part-time and full-time positions available for key shifts. Full-time benefits include medical, dental, vision; company matched 401k; paid-time off; company paid life insurance; tuition reimbursement. Part-time benefits include company matched 401k, paid time off, and an employee assistance program.

Essential Job Duties:

1. Safely prepares, administers, and charts oral, topical, and suppository drugs. The medication aide who prepares the medicine administers same.
2. Checks and prepares each dose immediately preceding administration.
3. Follows administration protocol.
4. Records administration of the medication on resident's medication administration record. Discards medication refused or otherwise not given and records on medication administration record.
5. Reports medication errors or reactions to medications immediately to the charge nurse, who, in turn, reports to the resident's attending physician and completes the necessary documentation.
6. Performs accurate pulse and blood pressure and recognizes their significance in drug therapy.
7. Signs and has access to the controlled schedule drug cabinet.
8. Administers medication only upon a written physician's order.
9. Assists with the administration of medications under the direct supervision of a registered nurse or licensed practical nurse.
10. Checks and prepares each dose immediately preceding administration.
11. Follows administration protocol.
12. Can be a team leader and supervise GNA staff.
13. Attends in-service training and education sessions, as assigned.
14. Familiarity with emergency procedures and may be required to assist with evacuations.

Other Duties:

1. Maintains safe and sanitary work stations and equipment.
2. Encourages independence, attendance at activities, restorative programs and rehabilitation.
3. Operate as a member of a team both within the department and across departments.
4. Performs other work duties and responsibilities as assigned.



Qualifications:

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversions.
2. Prior geriatric medicine aide experience preferred.
3. Registration with State registry required.
4. Successful completion of State approved Medicine Aide Course, and when applicable, the continuing education course.

Physical Requirements/Working conditions:

Frequent standing, stooping, bending, stretching, squatting; may be exposed to blood and body fluids which may contain HIV and/or HBV; must be able to transport residents via wheelchair, gerichair or shower chair, pushing up to 150 lbs. unassisted. Must be able to transfer, lift, turn and position a resident weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs.. Must be able to stoop, bend, stretch, squat, stand, and walk for up to 90% of the work day. May be subjected to offensive odors and combative behavior. Must be able to reach up to a level of six feet; must be able to push a dietary cart up to 40 lbs. unassisted. Must be able to lift and carry up to 20 lbs. frequently and 50 lbs. occasionally. Requires slip resistant shoes to be worn.

Please state the position you're applying for and send your resume to wbaker@baywoodsofannapolis.com.